18. Write a formal letter to the editor of a newspaper regarding road safety.

19. How do presentation skills affect professional success? Explain.

20. Write a report on a recent college event.

Ghanimiga Industries Arts & Science College
T.V.Malai

APRIL/MAY2025

23USEN14 — ENGLISH AND COMMUNICATION (SEC-I)

Time : Three hours Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Define articles and give an example.

2. Name the eight parts of speech.

3. What is past perfect tense? Give an example.

4. Rewrite the sentence in passive voice: *She wrote a letter.*

5. Add correct punctuation: *wheres the nearest hospital.*

6. What is a contraction? Give two examples.

7. Define verbal and non-verbal communication.

8. Give an example of a formal greeting.

9. What is the purpose of a resume?

10. What is an agenda in a meeting?

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SECTION B — (5 × 5 = 25 marks)

Answer ALL questions.

11. (a) Explain the difference between definite and indefinite articles with examples.

Or

(b) Write a paragraph using all eight parts of speech.

12. (a) What are the three main types of tenses? Explain with examples.

Or

(b) Convert the following sentences into passive voice:

(i) They are watching a movie.

(ii) She will complete the project tomorrow.

13. (a) Discuss the importance of punctuation and capitalization in writing.

Or

(b) What are collocations? Provide five examples.

14. (a) What is the structure of a formal email? Give an example.

Or

(b) Explain the difference between formal and informal letters with examples.

15. (a) What are the key components of a good resume?

Or

(b) How do you prepare for an interview?

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain the importance of correct grammar in professional communication.

17. Discuss the rules and importance of subject-verb agreement.